



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

REPLY TO  
ATTENTION OF:  
IMAH-PLD-I

MAR 08 2005

MEMORANDUM FOR Headquarters, US Army Installation Management Agency  
Personnel

SUBJECT: Headquarters, US Army Installation Management Agency Policy  
Memorandum #10, Contractor Visits

1. REFERENCE: None

2. PURPOSE: To provide guidance to all Headquarters, US Army Installation Management Agency (HQIMA) personnel concerning the procedures for handling contacts with contractors desiring to visit or obtain information from the Installation Management Agency (IMA) Headquarters.

3. APPLICABILITY: These procedures apply to all personnel assigned to and/or under the operational control of HQIMA.

4. POLICY: HQIMA fully recognizes that contractors have much to offer the IMA in terms of products and services. However, we must be careful in our meetings with contractors to ensure we do not provide them with false expectations or give the appearance that IMA is committing the Government to a financial obligation.

5. PROCEDURES:

a. Contractors contact the HQIMA in an effort to determine how to do business with the agency or what contracting opportunities are available. These requests will not be handled by the HQIMA, but will be referred to the Army Contracting Agency Liaison Officer for response.

b. Contractors may also contact HQIMA personnel through a solicited request or unsolicited request. Normally, the contractor will be asked or will ask to provide a capabilities briefing or a demonstration of their products or services. Within the HQIMA the following procedures will apply:

(1) Contractors will complete a Contractor Visitation Request (CVR) (Sample attached at Enclosure 1). The CVR is located on the IMA public Internet site ([www.ima.army.mil](http://www.ima.army.mil)) along with submission instructions. The CVR is the staffing and approval document within the HQIMA.

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(2) The SGS will be the staff office to receive all CVRs and forward to the appropriate office for action.

(3) During meetings with contractors:

(a) Army Contracting Agency (ACA) representatives, including counsel, may be invited to participate in these meetings whenever there is any indication that the contractor will solicit a decision from the Government on a proposed product or service.

(b) HQIMA personnel may discuss availability of contractual vehicles available to the contractor and publicly advertised commercial pricing (such as General Services Administration Schedule prices) for their products or services. However, discussions of an individual contractor's pricing related to specific IMA requirements should be avoided. Only the ACA, or other organizations with the statutory authority to award contracts are authorized to commit IMA to any contractual or financial liability. Contractors are to be referred to the ACA or appropriate contracting center to discuss detailed pricing or the terms and conditions of performing specific work for IMA. Failure to do so risks creating a potentially compromising situation that could ultimately render the visiting contractor ineligible to perform the work once the contract is awarded.

(c) IMA personnel may seek and obtain information from contractors by conducting Market Research to determine what products and services are available to support our mission. However, IMA personnel must not permit visiting contractors to gain access to government facilities, equipment, or information that the contractor will then use for its commercial use or benefit. The government is prohibited from showing favoritism in its dealings with contractors. Similarly, IMA personnel may not use or permit the use of their government positions, titles, or authority in a manner that could be reasonably construed to imply official endorsement or sanction of any contractor or its products.

(d) The Army encourages prior contact by a prospective contractor with Army subject matter experts so long as such contact is for the limited objective of obtaining market research information or conveying to the contractor an understanding of the agency mission, responsibilities, and the needs relative to the type of effort contemplated, and the mechanism for submitting a proposal or unsolicited proposal. Any information released to a contractor should be generally available to all contractors and potential contractors (subject to security considerations). IMA personnel will conduct all such meetings or contacts in a professional manner and make no commitments regarding the availability of funds and the future acceptance of any proposals. IMA personnel may have sensitive information about current or future contracting plans of the Command, which visiting contractors might seek out for their

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economic benefit. Caution must be exercised to avoid the unauthorized release of information, consistent with DoD 5500.7-R, Joint Ethics Regulation, FAR 3.104, and the Procurement Integrity Act. The types of information considered Procurement Sensitive or Source Selection Information include Contractor Bid or Proposal Information and Source Selection Information generated by the agency in its evaluation or assessment of the bid or proposal. Violating the prohibition on disclosing or obtaining procurement information may result in confinement for up to five years and a fine.

(4) The Staff Principal conducting the meeting will develop a written report of the visit (Contractor Visit/Unsolicited Proposal Analysis Report (CV/UPAR)) in the format available on the IMA Intranet site (accessed through AKO - [www.us.army.mil](http://www.us.army.mil)) to facilitate capturing standard information, routing and security. Once completed, these reports will be considered to be acquisition sensitive and will not be shared with contractors. The HQIMA SGS is responsible for maintaining record copies of these reports.

(5) A Staff Principal may recommend that a contractor meet with an individual in the Office of the Director or may be designated as a lead for a contractor visiting the Office of the Director. Staff Principals will maintain situational awareness of possible visits by contractors to the Office of the Director through the existing procedures for viewing scheduling calendars, and will take the lead, if not specifically designated. As the lead, a read-ahead will be prepared for the Director identifying the contractor, their interest in IMA and highlight significant issues the Director should know when meeting with the contractor.

(6) Unsolicited proposals for products and services, whether received as a result of these contractor visits or through other means, fall under the provisions of Federal Acquisition Regulation (FAR) 15.6, an electronic version of which is available at <http://www.arnet.gov/far/>. The FAR defines an unsolicited proposal as: “. . . a written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.”

(7) When such proposals are received, a copy will be sent to the HQIMA SGS for recording and then forwarded to the appropriate IMA staff element for review and comment, IAW FAR provisions cited above. Additionally, a copy will be provided to ACA to ensure appropriate processing, IAW with additional FAR provisions. The responsible staff element will complete the CV/UPAR, coordinate as required with other IMA

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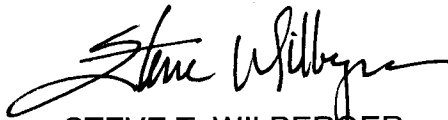
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elements and ACA and submit it to the HQIMA SGS for record keeping.

(8) All proposals submitted in response to a current solicitation for a pending government contract shall be refused and the contractor advised to contact the appropriate ACA Contracting Official. In the event such a bid or proposal is inadvertently received, it shall be immediately conveyed to the ACA Contracting Official. Any delay in handling the bid or proposal could jeopardize the integrity of the procurement process.

6. RESPONSIBILITY: The IMA Plans Division is responsible for this HQIMA policy. The SGS is responsible for managing the process. The SGS can be reached at 703-602-1920, DSN 332-1920.

Encl  
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STEVE T. WILBERGER  
COL, QM  
Chief of Staff

Vendor Guidelines | Vendor Instructions

Vendor Request for Presentation, Demonstration, Briefing, or Test and Evaluation

Vendor Name:

Vendor Address:

City, State and Zip:

CAGE Code:

Web Site:

Point of Contact:

Telephone Number:

Facsimile Number:

E-mail Address:

Vendor Category:

☒ Product ☐ Service

Event Requesting:

☐ Presentation ☐ Demonstration

☐ Briefing

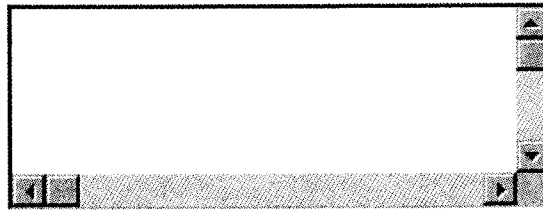
☐ Test and Evaluation

Event Type:

☒ Desk-side ☐ Conference

Last  
Updated:

Description of Topic: (in sufficient detail to enable the Government to ascertain whether the requested event is pertinent. If insufficient information is provided, the request will not be entertained.)



Relation of this product/service to any currently supported IMA program:



Relevance to the Army and/or existing Army system(s) or program(s):



Date Event Requested: (must be a minimum of one month after request)



Further explanation, if necessary



Current Involvement in IMA Programs:



Whom Vendor Visited Previously Regarding This Topic:



Current IMA Point of Contact for This Topic:



Facility Requirements/ Support Items for Briefing/ Presentation/Demonstration:



Facility Requirements/ Support Items for Test and Evaluation:



Connection to Government Network  
Resources or Any Other Special  
Requirements:

☐ Yes ☒ No If yes, please  
explain

Submit

Reset



## Vendor Request Process Flowchart

